

VICTIM COMPENSATION & GOVERNMENT CLAIMS BOARD



DEPARTMENTAL PROMOTIONAL EXAMINATION FOR: **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

COMPETITION LIMITED TO STATE EMPLOYEES

To compete in this examination, the applicant must have permanent civil service status and meet one of the following criteria: 1) has an appointment with the Victim Compensation & Government Claims Board, or 2) has had a permanent appointment with the VCGCB any time within three years of the date of the examination and has had no subsequent break in State service by resignation, non-disability retirement or removal for causes as of the final filing date.

HOW TO APPLY:

Applications may be filed in person or by mail with:

Victim Compensation &
Government Claims Board
630 K Street, 4th Floor
Sacramento, CA 95812-0048
Attn: Human Resources - Donna Crumley

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: May 23, 2006

Applications (Form 678) must be POSTMARKED no later than **May 23, 2006**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

SALARY RANGES: \$4111 - \$4997

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

It is the applicants' responsibility to make sure he/she meets the education and/or experience requirements for this examination by the **final filing date**. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS:

Experience: State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education **may not** be used to reduce this 30-month limit.

Either I

One year of experience performing the duties of a Staff Services Analyst, Range C.

Or II

Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required nonsupervisory experience.)

THE POSITION:

This is the full journey level. Incumbents perform the more responsible, varied, and complex technical analytical staff services work and continually provide consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.

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SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION:

This examination will consist of two parts: 1) A Writing Proficiency Test to test your ability to analyze data and present ideas and information effectively in writing and to demonstrate the ability to act independently. The candidates must pass the Writing Proficiency Test in order to compete in the Qualifications Appraisal Interview part of the examination. 2) A Qualifications Appraisal Interview weighted 100%. **To obtain a position on the eligibility list, candidates must obtain a minimum rating of 70% in the Qualifications Appraisal Interview.**

Writing Proficiency Test - Pass/Fail
Qualifications Appraisal Interview - 100%

SCOPE:

Knowledge of:

- 1. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and
- 2. Government functions and organization;
- 3. Methods and techniques of effective conference leadership.

Ability to:

- 1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems;

- 2. Develop and evaluate alternatives;
- 3. Analyze data and present ideas and information effectively both orally and in writing;
- 4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas;
- 5. Gain and maintain the confidence and cooperation of those contacted during the course of work;
- 6. Coordinate the work of others;
- 7. Act as a team or conference leader; and
- 8. Appear before legislative and other committees.

SPECIAL PERSONAL REQUIREMENTS:

Demonstrated ability to act independently, open-mindedness, flexibility and tact.

ELIGIBLE LIST INFORMATION:

A departmental promotional eligible list will be established. The list will be abolished 12 months after it is established unless needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference Credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Exam Analyst at (916) 323-5050, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Exam Analyst at (916) 323-5050, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board (SPB) offices, on SPB's website (www.spb.ca.gov), local offices of the Employment Development Department and the State Victim Compensation and Government Claims Board.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.